COURSE AUDIT CHECKLIST

Items To Be Reviewed By Auditor

Administration

- ☐ **Registration process.**

- ☐ **Attendance monitoring. (Including monitoring of the number and length of breaks)**

- ☐ **Use of cell phones/beepers/pagers.**

Facility

- ☐ **Location of facility and parking.**

- ☐ **Size of space, lighting, desk space, arrangement of space, comfortable temperature, accessibility, ADA.**

Course Content and Teaching Aids

- ☐ **Approved content and timeline followed.**

- ☐ **Use of handouts.**

- ☐ **Use of visual aids.**

- ☐ **License Law copy available for reference.**

Instructor

- ☐ **Class starts on time. Instructor makes welcoming remarks, states rules and policies.**

- ☐ **Learning objectives stated.**

- ☐ **Preparation and organization of instructor.**

- ☐ **Learning strategies used other than lecture.**

- ☐ **Class participation encouraged.**

- ☐ **Positive regard of instructor to subject, to students, and to others.**

- ☐ **Control of classroom.**

- ☐ **Explanation of CMap and evaluation process.**